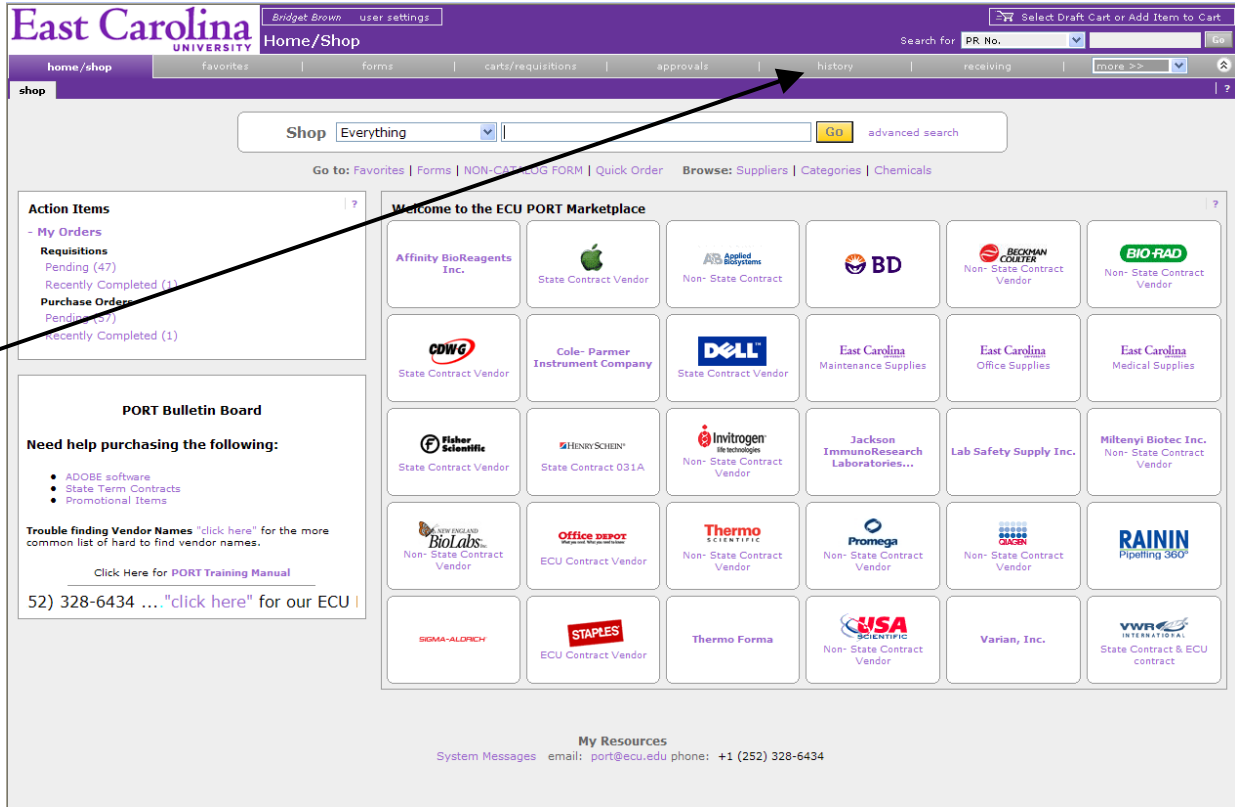
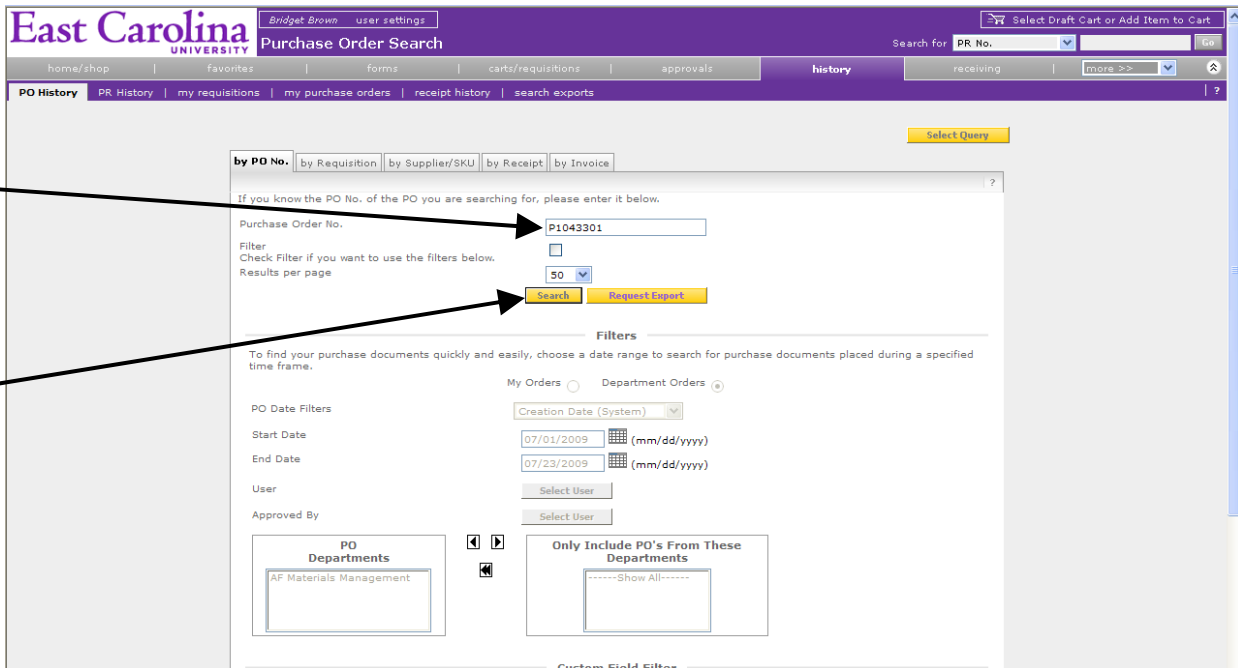


RECEIPTS FOR PURCHASE ORDER

Last Updated on: 7/23/2009



1. Click on the **History** tab.



2. Enter the PO # in the **Purchase Order No.** text box.

3. Click the **Search** button.

RECEIPTS FOR PURCHASE ORDER

Last Updated on: 7/23/2009

East Carolina UNIVERSITY
Bridget Brown user settings
Purchase Order Search
Search for PR No. [] Go

home/shop | favorites | forms | carts/requisitions | approvals | history | receiving | more >>

PO History | PR History | my requisitions | my purchase orders | receipt history | search exports

New Search | Select Query | Save Query | Request Expert | Create Qty Receipt | Go

Results per page 50 | Number of POs Matching Search Criteria: 1 | Page 1 of 1 | legend ?

Workflow Status	PO No	Supplier	Creation Date/Time	PO Total	Requisition No.	Requisitioner	Supplier Status	Settlement Status	Select
✓	P1043301	Dell Marketing LP	7/31/2008 2:14 PM	6,400.00 USD	226631	Brown, Bridget	Sent	Fully Received	<input type="checkbox"/>

4. Click the PO #.

East Carolina UNIVERSITY
Bridget Brown user settings
Status - PO P1043301
Search for PR No. [] Go

home/shop | favorites | forms | carts/requisitions | approvals | history | receiving | more >>

PO History | PR History | my requisitions | my purchase orders | receipt history | search exports

PO/Reference No. P1043301 Revision 1
Supplier Dell Marketing LP
Available Actions Add Comment | Go

Status | Purchase Order | Revisions | PO Approvals | Receipts | Comments | History

General Information		Document Status	
PO/Reference No.	P1043301	Workflow	✓ Completed (7/31/2008 2:19 PM)
Revision No.	1	Distribution	The system distributed the purchase order using the method(s) indicated below the last time it was distributed: view
Supplier Name	Dell Marketing LP more info...	Distribution Date/Time	Fax: +1 (252) 328-4172 7/31/2008 2:36 PM
Purchase Order Date	7/31/2008	Supplier	Sent To Supplier
Total	6,400.00		
Requisition Number	226631 view print		
Requestor Name	Bridget Brown		
Requestor Email	boulineuc@ecu.edu		
Requestor Phone	+1 (252) 328-1013		

Line Item Status							
	Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price	Receiving Invoicing
1	✓ laptop more info...	na	EA	1,600.00	2 EA	3,200.00 USD	Fully Received none
2	✓ laptop more info...	na	EA	1,600.00	2 EA	3,200.00 USD	Fully Received none
						Subtotal	6,400.00
						Shipping	0.00
						Handling	0.00
						Total	6,400.00 USD

5. Click on the Receipts tab.

RECEIPTS FOR PURCHASE ORDER

Last Updated on: 7/23/2009

Receipts

Receipt No.	Receipt Date	Received by
11780	8/1/2008	Quantity
11779	8/1/2008	Quantity

Receipt Line Details

No	Product Name	Catalog No.	Unit Price	Qty/UOM	Extended Price	Qty / Cost (In)	Qty / Cost (Out)	Status
1	laptop	na	1,600.00 USD	2 EA	3,200.00 USD			Net Received
2	laptop	na	1,600.00 USD	2 EA	3,200.00 USD			Net Received

6. The Status indicates that the items were received.
7. To view the receipt, click on the receipt number. To see a printer friendly version, click on the **Printer** icon. For this example, we will click on the **Printer** icon.

New Qty Receipt - Microsoft Internet Explorer provided by East Carolina University

https://usertest.sciquest.com/apps/Router/ReceiptSummary?receiptID=11780&popup=true&printFriendly

- Header Information

Receipt Name	2008-08-01 brownb 01	Receipt Create Date	8/1/2008 11:28:00 AM	Complete Date	8/1/2008 11:33:28 AM
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Receipt No	Receipt Date	Packing Slip No.	Supplier Name	Received by
11780	8/1/2008	1123234	Dell Marketing LP	Bridget Brown

RECEIPT ADDRESS

Location: Contact Name Chuck Boulineau
Phone +1 (919) 328-1924
Email boulineauc@ecu.edu
East Carolina University
Materials Mgmt
200 E First Street
Greenville, NC 27858-4353
United States

DELIVERY

Carrier: FedEx FedEx
Tracking No. 45646444333
Attachments
Notes (1,000 Chars. Max)

Receipt Summary

PO No.	PO Line No.	Product Name	Catalog No.	Qty/UOM ordered	Previous Receipts	Quantity	Add to Inventory	Action
P1043301	1	laptop	na	2	11779	0		Received
Attachments Notes								
P1043301	2	laptop	na	2	11779	1		Received
Attachments Notes								

8. After reviewing and/or printing, close the browser.

RECEIPTS FOR PURCHASE ORDER

Last Updated on: 7/23/2009

The screenshot displays the 'Receipts - PO P1043301' page. At the top left is the East Carolina University logo. The page title is 'Receipts - PO P1043301'. Below the title, there are navigation tabs: 'PO History', 'PR History', 'my requisitions', 'my purchase orders', 'receipt history', and 'search exports'. The 'Receipts' tab is active. The main content area shows a table of receipts and a detailed view of the receipt lines.

Receipt No.	Receipt Date	Received by
11780	8/1/2008	Quantity
11779	8/1/2008	Quantity

No	Product Name	Catalog No.	Unit Price	Qty/UOM	Extended Price	Qty / Cost (In)	Qty / Cost (Out)	Status
1	laptop	na	1,600.00 USD	2 EA	3,200.00 USD	2		Net Received
2	laptop	na	1,600.00 USD	2 EA	3,200.00 USD	2		Net Received

9. This completes the steps for this procedure. Click on the **East Carolina University** icon to return to the home page.